

Association of University Radiation Protection Officers (AURPO)

Scientific and Technical Committee (STC)

Terms of Reference

Title

The Committee shall be called the AURPO Scientific and Technical Committee (STC).

These Terms of Reference shall be approved by the Executive Committee.

Composition

The Committee shall consist of a Chairman, Secretary, at least six members, but no more than ten members and up to three observers. Eligible members are Full, Associate, Retired or Honorary Life Members of the Association. The Chair of the Scientific and Technical Committee (STC) shall lead and direct the business of the STC.

The STC Chairman should be a member of the Executive Committee.

Period of Office

The Chairman and committee members are normally expected to serve on the Committee for a period of three years. There is no limit to the maximum period of membership at the discretion of the Chairman.

Eligible members may apply to join the Committee at any time. The application should indicate areas of experience which would benefit the work of the Committee. An applicant considered suitable by the Chairman and existing members of the Committee will be invited to join when the next vacancy comes available.

If vacancies still exist, the Chairman may approach individual members, whom the Committee feel have the necessary experience, and invite them to join the Committee.

Remit

The Scientific and Technical Committee provides support to the Executive Committee and to members of The Association in the following areas:

1. To recommend a scientific programme of presentations for each year's Conference;
2. Members will make initial contacts for proposed speakers. Contact details and presentation titles are communicated to the Secretary of the Executive committee for formal invitations to be sent out;
3. Conference session chairs will be organised;
4. Respond to Consultations as directed by the Executive Committee;
5. Consider and respond to matters arising from DEFRA Small Users' Liaison Group (SULG) and the Scottish Non-Nuclear Industries Liaison Group (SNNILG), where necessary;
6. Consider and respond to ONR transport matters, where necessary;
7. Consider and respond to HSE/BEIS matters, where necessary;
8. Prepare and make available technical notes, guidance and information, as appropriate; and
9. Assist in preparation of material for the AURPO Newsletter.

The Committee will normally meet four times per annum at least two weeks prior to the next Executive Committee meeting scheduled.

A quorum for the meetings will be four members. In the absence of a chairman or secretary, a pre-determined deputy from the existing members will assume the responsibilities of the relevant office for that meeting and for immediate actions which fall on them. If the nominated deputy is not present a deputy shall be chosen from the Committee members present at the meeting.

Reporting

The Scientific and Technical Committee will report to the Executive Committee.

The Secretary to the Committee will produce and circulate draft minutes of Committee meetings normally within two weeks of the meeting. Circulation will be to all members of the Committee and the Executive Committee Secretary.

Conduct of Business

Business will normally progress by majority of those members attending the meeting of the Committee. If the Committee cannot reach a majority, the Chairman's vote will be decisive.

For tasks within the remit of the Committee requiring specialist input which cannot be provided by existing Committee members, individual AURPO members, or others, may be co-opted to attend a Committee meeting for the specific purpose of assisting with that task.

Date Approved: December 2023